SIKKIM

GOVERNMENT GAZETTE

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RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT
GOVERNMENT OF SIKKIM
GANGTOK

No. 2/RM&DD **Dated: 13.06.2006**

NOTIFICATION

Whereas, the Government of India passed the National Rural Employment Guarantee Act, 2005 (Central Act No.42 of 2005) giving legal guarantee of at least one hundred days of wage employment in a financial year to a rural household, whose adult members volunteer to do unskilled manual work.

And whereas, the Act is applicable in the Districts notified by the Government of India.

And whereas, the objective of the Act is to enhance the livelihood security of the people in rural areas by generating wage employment. The choice of works suggested addresses causes of chronic poverty like drought, deforestation and soil erosion. Effectively implemented, the employment generated under the Act has the potential to transform the status and improve upon the quality of life.

And whereas the implementation of the Act calls for the formulation of Rural Employment Guarantee Scheme by the State Government. The Scheme so formulated would have to provide for the minimum features specified in Schedule I of the Act and may prescribe conditions, which are without prejudice to the conditions specified in Schedule II of the Act. Accordingly, the Government of Sikkim has formulated the Scheme called Sikkim Rural Employment Guarantee Scheme to provide not less than one hundred days of guaranteed wage employment in a financial year to every household in rural areas covered under the Scheme and whose adult members volunteer to do unskilled manual work subject to the conditions stipulated in the Act and notified in the Scheme.

Now, therefore, in exercise of the powers conferred under sub-section (I) of Section 4 of National Rural Employment Guarantee Act, 2005, the Government of Sikkim hereby makes the following Scheme for providing Guarantee of employment to rural households:

scrutinizing village Employment Guarantee Scheme plans, ensuring that theymatch works with employment demand, that implementing agencies start works on time, that the employment demand is met within time and workers receive their due entitlements. His important functions are ensuring the socialaudit by the Gram Sabha, disposing complaints and grievance redressal. He will assist the District Programme Coordinator in its functions under theScheme.He shall function under the direction, control and superintendence of the District Program Coordinator and will also, be accountable to the District Programme Coordinator and the State Council. He shall be assisted by an Accountant and a Computer Assistant.

(5) The Self Help Groups will be activated to mobilize and build capacities of the wage-seekers through the Village Organizations to access\their rights and entitlements provided under the Scheme. In addition the NGOs may also assist the Programme Officer, in handling Information, Education and Communication[IEC] activities relating to the Scheme. NGOs will be facilitated to engage a Social Organizer to support them in carrying out these functions.

(6) At the District-level, the Zilla Panchayat shall be the principal authority for planning and implementation of the, Scheme. The Zilla Panchayat shall approve the District Employment Guarantee Scheme Plan, which includes the consolidated Block Employment Guarantee Scheme plans, its own, proposals and project proposals received from other line Departments and GPUs. It shall also review the programme implementation, supervise and monitor projects taken up at the District and Block levels.

(7) The District Development Officer shall be the District Programme Coordinator for the implementation of the Scheme in the District. There shall be an Employment Guarantee Scheme unit established in the office of the District Programme Coordinator to assist him. The District Programme Coordinator shall be assisted by the District Planning Officer, Zilla Panchayat, who shall assist District Programme Coordinator in the overall management of the scheme. The District Programme Coordinator shall be guided by the District Collector in implementation of the Scheme by the Panchayati Raj Institutions. The Assistant Project Officer SRDA in the district shall assist the District Programme Coordinator in the mobilization of wage seeking families through the Self-Help Groups of women and their Federations at Villages, Block and District level.

(8) At the State level, the Commissioner, Rural Development shall be the State Programme Coordinator. He /She shall be assisted by an Employment Guarantee Scheme unit consisting of a Director and subject specialists and supporting staff.

(9) The State Programme Coordinator shall provide capacity building support to the Panchayati Raj Institutions and the line Departments.

(10) State Government shall make rules to carry out the provisions of the Act pertaining to State's responsibilities under the Section 32 (1) of the National Rural Employment Guarantee Act, 2005. The State Government shall set up the Employment Guarantee Fund, provide Budget provision for and release the State-share, notify Rural Standard Schedule of Rates from time to time, conduct impact assessment and evaluation studies. The State Government shall set up Sikkim State Employment Guarantee Council under Section 12 (1) of the National Rural Employment Guarantee Act, 2005. The Sikkim State Employment Guarantee Council shall be the advisory body for the purpose of the Sikkim Rural Employment Guarantee Scheme. The Chief Minister shall be as Chairman, Minister (Rural Management & Development Department) be the Vice-Chairman, Commissioner-cum-Secretary, Rural Management and Development Department be the Member Convener, with fifteen non-officials and eight official members.

(11) Non-Governmental Organizations shall be involved as partners in community mobilization, capacity building, social audit and monitoring of processes relating to rights and entitlements of the workers.

8. Registration and issuance of Job Card

1. Any adult person of a household may on behalf of the members of the household apply to the Gram Panchayat in the jurisdiction of which they reside, for registration of their household for issuance of Job Card. The application can be in a printed form at Annexure (B) or on a plain paper containing the names of the adult members, counterfoil for issuing a dated receipt of such application and entry of the details in the Employment Guarantee Scheme Registration and Job Card Register at Annexure (C). After that, he/she shall be issued with a job card by the concerned Panchayat President (Job Card at Annexure (D)). Receipt of each application for registration shall be acknowledged in writing in the space provided for in the application form. Applications shall entered in the Register for Application for Registration in the prescribed format appended herewith as Annexure(E).A Job Card with unique ID number will be issued by the Gram Panchayat to the households that have been registered. The Panchayat Secretary shall also maintain these details in the Job Card Register'.The joint photograph of the adult members of the household must be affixed to the Job Card within three months from the date of issue of the Job Card.
2. The Panchayat Secretary shall update the household Job Card at the time of Payment of wages. The wage days provided and the wages paid to the workers shall be reflected in the Job Card and the Employment Register.
3. Addition or deletion of members eligible to seek work shall be carried out in the Job Card as and when required or at the beginning of the financial year. The updated list shall be sent to the Program Officer.
4. The individual members of the household shall be provided with the registration number for their proper identification in the muster roll and for smooth and unambiguous compilation of data of the household later on. The serial number of the individual member on the register and Job card would be the same. The job card shall be valid for 5 years from the date of issue.
5. A cardholder may apply to the Gram Panchayat for a duplicate card if the original card is lost or damaged. The Panchayat Secretary shall verify the case and issue a duplicate card within seven working days of receipt of the application.

9. Application for work and work allotment.

1. Any registered adult member of the household may apply for work either in the prescribed format appended herewith at Annexure (F) 1 (form 1) and Annexure (F) 2 (form 2) whichever is applicable depending on weather application is jointly made or by single applicant or in plain paper. However application in the prescribed format shall not be insisted upon. Single application may be given for different periods during, the year. Number of applicants may also submit joint application. The application for work should ordinarily be for at least 14 days of continuous work. The GPs would mobilize advance applications from the registered household for the periods during the year *for* which the work would be required with the active participation by the NGOs, SHGs and Community based organizations. A register for application/demand for work shall be maintained as in Annexure (F) 3. If need be a door-to-door campaign may be taken up for this. The applications *for* the first year will also be collected at the time of registration.
2. Gram Panchayat, except in extraordinary circumstances such as high rainfall, floods, water logging and other natural calamities to the extent that earthwork related employment can't be provided in large quantity, will be responsible *for* issuing letter informing allotment of work *for* providing wage employment to the applicants within 15 days from receiptofthe applications seeking

employment or from the date of employment sought for in case of advance application. The work will be allotted from among the shelf of works available at the GPincluding the works *for* which GPis not the Implementing Agency (IA) and the information about theemployment opportunities has been received*from* thePOunder section 16(6)(b) of the Act. The applicant provided with work shall be intimated in writing and notice shall also be displayed at the office of the Gram Panchayat and Programme Officer in cases where the application for wage employment has been submitted jointly by a group of registered person, information related to providing wage employment may be communicated through one of the applicants.

3. Disabled persons may be provided wage-employment by entrusting suitable works in the form of service that are identified as integral to the programme.

4. Details of Employment Provided shall be maintained both at the Gram Panchayat Level and at the Programme Officer Level with monthly progress report to the District Coordinator for compilation. The register for details of Employment Provided shall be in the prescribed format appended herewith at (Annexure G). It is mandatory to abide by the following:-
   1) No. Row will be left blank in any case.
   2) Monthwise totals will be done at the end of Month for number of days of employment provided.
   3) Details will be entered separately for separate family member.
   4) Accordingly when wage employment of 100 days have been provided to the household,it has to be entered in the next row in red ink.
   5) The entries of the next month should immediately start from the next row giving total of previous month.
   6) There should be 20 rows available for entries on one page. There must be 5 such pages having 20 rows for making entries during the 5 years.

5. When work is sanctioned employment seeker/seekers shall be informed in writing directing to work under SREGS in writing as appended herewith at Annexure (F) 4 (form 3).

10. Unemployment Allowances:

1. If an applicant for employment is not provided employment, in accordance with the provisions of SREGS, within 15 days of receipt of his /her application seeking employment or from the date on which application has been sought in case of an advance application, whichever' is later, he / she shall be entitled to a daily unemployment allowances at the rate of one-fourth of the wage rate for the first thirty days during the financial year and not less than one-half of the wage rate for the remaining period of financial year or such period whichwould make a minimum period of guaranteed employment under the Act, inclusive of the initial 30 days.

2. He shall have to apply to the Programme Officer for this purpose. The applicant may apply through the Gram Panchayat also. The GP shall forward the application to the

PO with its comments. The Program officer will sanction or reject the application after due enquiry.

3. The unemployment allowance payable shall be paid to the applicant of a household subject to entitlement of the household provided that no such rate shall be less than one-fourth of the wage rate for the first 30 days during the financial year and not less than half of the wage rate for the remaining period of the financial year. Till the rate of allowance is prescribed, it shall be equal to Rs. 21.25 for the first 30days and Rs.42.50/- thereafter.

4. All payments of unemployment allowance shall be made through the quittance register and recorded in the respective Job Card and also in the Register.

11. Type of Work

1. The focus of the Scheme shall be on the following works in the order of priority.

a. Water conservation and water harvesting.

b. Drought proofing (including afforestation and tree plantation).

c. Irrigation canals, including micro and minor irrigation works.

d. Provision of irrigation facility to land owned by households belonging to the SC and ST or to land of beneficiaries of land reforms or that of the beneficiaries of Indira Awaas Yojana program.

e. Renovation of traditional water bodies including desilting of tanks.

f. Land development.

g. Flood control and protection works, including drainage in water-logged areas.

h. Rural connectivity to provide all-weather access.

i. Any other work, which may be notified by the Central Government in consultation with the State Government.

(ii) Investing on SC and ST lands for irrigation and land development duly fulfilling Special Component Plan/Tribal Sub-Plan norms in each Blocks.

(iii) In order to ensure that the adequate investments under Employment Guarantee Scheme are channelised for plantation programme, it is proposed that 20% of the value of works taken up in village shall be on plantation programme.

(iv) Roads can be taken up as last priority not exceeding 10% of the value of all types of works taken up.

12. PLANNING:

1. Well coordinated planning in advance is key to successful implementation of the SR EGS. While timely provision of employment within 15 days of demand is of utmost importance it should also be ensured that the design and selection of work are such that good quality assets are created.

12 (a). Perspective Plan.

1. Each district will prepare a *Five-year* Perspective Plan (PP) that attempts to estimate the need for employment and the kind of works that can be taken up to meet the need through a participatory process of planning that has the Gram Sabha ad as its basic 'Unit. The planning shall be based on the watershed approach as far as practicable.

2. The PP will take into consideration the availability of the resources in the district from other Schemes and Programmes. The PP will also have the benchmarking and key indicators of success.

3. If the Perspective Plan has been made under National Food for Work Programme (NFFWP) it should be revised so that it serves the purposes of the NREGA. For this purpose, the draft plan should be discussed and be approved of with modifications, if need be, by the Gram Sabha, Gram Panchayats,' and Zilla Panchayat.

4. The new districts that get notified under NREGA but have not been covered under NFFWP would also have to develop Perspective Plans and may engage

a Consultant Agency ,for professional services to help develop a good quality PP.

5. At the village level, effort should be made to ensure participation of the villagers likely to seek work under the SREGS. Their demand for work as well as their preference for nature and time of work should be elicited so that the Perspective Plan becomes, in fact, an instrument to give them employment according to their need. The Perspective Plan will serve as a framework of long term planning,' *but* it will be flexible enough to respond to the new emerging needs of the area, the experience of implementation and the new areas of works approved by central Government.

6. The participatory planning process involving the Gram Sabhas and the community including the workers would definitely take some time to emerge. But this has to be the foundation of the work identification under this scheme and the time required should be allowed. This would also need capacity building at all levels up to the Gram Sabhas. The capacity building should be planned immediately and implemented.

After capacity building special Gram Sabhas meetings should be held as many times as required, so that participatory and need based Perspective Plans can emerge as early as possible. For the year 2005-06, the existing FFW/SGRY works should be executed and the registered workers provided employment in these works.

12 (b). Annual Plan:

1. As required under section 16(4) of the Act the GPs are to forward proposal of development project to the PO. Further the OPC is required to prepare the labour budget for the financial year containing the details of the anticipated demand for unskilled manual work in the districts and the plan for engagement of labourers in the works covered under the scheme and submitted to the Zilla Parishad. The PO is responsible for matching the demand for employment with the employment opportunities arising from the projects. Thus the Annual Action Plan (AAP) would be necessary which must flow out of the five-year PP keeping in view the .demand for employment.

2. Since file preparation of the PP may take some time the existing PP of the NFFWP may be adopted for the NFFWP districts and an Annual Action Plan for the year 06-07 prepared. For the non-NFFWP districts the AAPs need to be prepared immediately. The special meetings of the Gram Panchayats should be called for this purpose and AAP be prepared by 15th of March with due approval from the Zilla Sabhas. The Gram Panchayats would follow the spirit of the planning as detailed for the year 07-08 and prepare the plan consulting the public as widely as possible.

3. For the purpose of identification of sufficient quantity of works the likely estimation of the demand is essential. This shall be done on the basis of the BPL population, number of Marginal Agricultural Labourers, Migration figures and other parameters .as may be decided by the district for each GP. These estimations should be sample tested in the field to moderate them and make them realistic.

4. For the AAP 007 -08 onward, every year the GPUs, through participatory planning process shall, in the meeting of the Gram Sabhas in the month of November, prepare the list of works with prioritization to be taken up in the next financial year for meeting 150% of the .estimated demand. Gram Sabhas may start the participatory planning process well in advance so that the final plan for approval may be placed before the, Gram Sabhas in their meeting in November.

5. The Gram Sabha shall prioritise proposals of the Gram Sabhas to the GP and GPs will be guided by the works selected in the Gram Sabhas meeting. The GP shall consolidate the proposals of all the Gram Sabhas with priority of works and forward the consolidated proposal within the month *of* January. The choice of works will be based on the works identified in the perspective plan and the priority proposed by the Gram Sabhas shall be maintained. The AAP should clearly 'indicate the existing demand for work, the demand in the previous year, the works taken up in the previous year, works on going and works proposed for the next year, likely costs, and proposed implementing.

Agencies;-' The -Gram Panchayat will also identify at least 50% of the works in its area that it may wish to take up. The projects identified at the Gram Panchayat would be assigned a unique serial number as per the instructions. This code would be provided at the level of the PO, if not possible at the GP level.

6. The Programme Officer will scrutinize 'the Annual Plan for its technical feasibility. He will' satisfy himself that it meets the likely demand for employment based on the registrations and previous experience. If the Programme Officer feels that the list is insufficient to meet the likely demand, he should ask for a supplementary list. The Programme Officer will not reject a proposal received from the Gram Panchayat, the proposal is within the parameters of the Act, it appears technically and feasible, the Programme Officer will record his observations on the proposal and then submit a consolidated statement of proposals to the Panchayat Samiti. The Panchayat Samiti will not reject a work proposed by the Gram Panchayat, if it is within the parameters of the Act. If it is outside the parameters of the Act, then it will be returned to the Gram Panchayat for it to replace it with a valid proposal.

7. The Panchayat Samiti will maintain the priority indicated by the Gram Panchayat. It is possible that there may be a need for works that involve more than one Gram Panchayat the Panchayat Samiti may include such works. Identifying such works the suggestions of elected public representatives of that area, NGOs who have been working in that area for rural development and of Line Departments may be considered by the Panchayat Samiti. The proposals Information regarding Implementation of National Rural Employment Guarantee Act. 2005 in West Bengal Ref. No. 11012/41/2004-PR dated 12.01.2006 from Shri Dibya Prasad. Deputy Secretary, Ministry of Rural Development. Government of India

12 (c). Planning for Shelf of Works

1. The annual planning process for the next financial year be should be completed by the December end of every year, including approval of the plan by the Zilla Panchayat. The District Programme Coordinator shall prepare a labour budget for the next financial year containing the details of the anticipated demand for unskilled manual work in the district, which shall be the basis for the planning.
2. The Panchayati Raj Institution shall be the units for maintaining the proportion between wage and material component in the ratio of 60:40 in respect of the works proposed by them. The materials component shall include material and skilled/semi-skilled labour.
3. The Gram Panchayat shall facilitate conduct of Gram Sabha for identification and prioritization of works within the allocations identicated to it by the District Programme Coordinator.
4. The Gram Panchayat shall approve it as the Gram Panchayat Employment Guarantee Scheme plan duly showing the priority of the works.

5. The Gram Panchayat shall forward its Employment Guarantee Scheme Plan to the Programme Officer along with the identification of works it proposes to execute by itself.
6. If the identified works are not sufficient to meet the anticipated wage demand, the Programme Officer can call for additional proposal from the Gram Panchayat.
7. The Programme Officer shall scrutinize the annual plan received from the Gram Panchahayt for its technical feasibility and satisfy himself/herself that the plan meets the likely demand for employment based on the registrations and previous experience.
8. The Programme Officer shall examine the proposal in the annual plan and record his/her observations on the proposals and submit a consolidated statement of proposals to the Zilla Panchayat. The Zilla Panchayat shall not change the prioprities indicated by the Gram Panchayats in their Employment Guarantee Scheme plans. The Zilla Panchayat shall propose works that may involve more than one Block within its allocation and approved the District Employment Guarantee Scheme plan. The District Programme Coordinator shall accored administrative sanction for all the works approved under the District Employment Guarantee Scheme Plan. The Administrative sanction proceedings of the District Programme Coordinator shall clearly show the priority number of the work as indicate by the Gram Panchayat /Zilla Panchayat and also the details of the executing agency.
9. The list of works administratively sanctioned should be forwarded to the Programme Officer who will send it to the concerned executing agencies for technical sanctions. The Technically sanctioned works are sent back to the programme officer, who shall maintain these as Shelf of Work.(Assets Register at Annexure (H)).

13. Rural Standard Schedule of Rates

1. The Rural Standard Schedule of rates in respect of wages to the beneficiaries shall be the rates notified by the Labour Department of the State Government. The works shall be executed as per the code and manual and schedule of rate of the State Public Works Department wherever applicable till such time when a notification on the rural schedule of rates is issued by the State Government.

14. Estimation andTechnical Sanctions

1. Cost of each labour is estimated/derived using PWD schedule of rates.2002
2. Works are executed as per the technical specification of PWD code and manual and schedule of rates.
3. Technical Sanction of individual estimates are given by appropriate level of officers responsible for it as defined by the PWD rates.

15. Execution of Works

1. At least 50% of the works in terms of cost will be allotted to Gram Panchayats for execution. Based on the demand for employment from the wage seekers the Panchayat Secretary shall request Programme Officer to issue work commencement letter for opening of works. The Programme Officer shall issue work commencement letter to the Gram Panchayat or other line departments, strictly following the order of priority indicated in the administrative section proceedings issued by the District Programme Coordinator. Every Gram Panchayat Shall maintain a register of Works for which works- commencement letters are receipt, for the financial year. The copies of the work- commencement letter issued to the Gram Panchayat should also be sent to the village Organization or Village Organization concerned.

2. On receiving the work- commencement letter the executing agencies shall start the work immediately.

3. While executing the works, the norms under the Scheme shall be followed.

4. The Muster Roll shall be supplied from District Employment Guarantee Scheme Cell to Programme Officer. Each Muster Roll shall be uniquely numbered. The Programme Officer will issue the duly number Muster Rolls to executing agencies, which shall maintain such Muster Rolls for every works. The executing departments shall maintain a stock register of the Muster Rolls. The Muster Rolls shall be closed once a week.

(1) Equal wage shall be paid to both men and women. The payment of wages shall be at least once in a fortnight. The Programme Officer, the District Programme Coordinator shall keep a watch on the average wages earned. If necessary, the schedule of rates may be revised to ensure that the wage per day is equal the minimum wages notified by the Labour Department of the State Government. Gram Panchayat will be the single window for wage-payment, irrespective of the executing agency.

(2) The Technical Assistant (Junior Engineer) shall measure the work done and record in measurement book and close the Muster Rolls at the end of the week. He/She shall readout the entries the Measurement Book and Muster Rolls to worker at the work site. The entries in the Muster rolls are to be attested by three representative of the workers. The Panchayat Secretary/ RDA shall submit the Measurement Book and closed Muster Rolls to the District Programme Coordinator within 24 hours of closure of the Muster Rolls. The technical Assistant shall check and measure the work done and Muster Roll every alternate week. The District Programme Coordinator shall issue cheques to suppliers of material based on M-Book. Where the Panchayat Secretary makes payment makes payment to the workers, it shall be ensured that it is done at a public place after reading out the Muster Roll. It shall be ensured that the number of days of work and payment are entered in the household Job Card and the same shall also be entered in the Employment Register maintained at the Gram Panchayat Level. In respect of the all villages where there is a Bank branch or a Post Office within the village, the workers shall be assisted to open an account so that their wages can be adjusted to their accounts once a week.

15. Muster Rolls

(1) Muster Rolls in the prescribed format, each with a unique identity number will be issued by the Programme Officer to the Gram Panchayats and all Executing Agencies.(Annexure (I) (J) (K) & (L)).

(2) Muster Rolls will be maintained by the Programme Officers and other Executing Agencies. They will contain, inter alia, the following information for each work:

(a) Name of the person on work; his or her job card number; days worked and days absent; and wages paid. The payment made and the number of days worked will be entered in the household job card of every worker.

(b) Unique identity number given to that work.

(c) Signature or thumb impression of the payee.

(3) The original muster roll will form part of the expenditure record of the Executing Agency.

(4) A photocopy of the muster roll will be kept/sent for public inspection in every Gram Panchayat and in the office of the Programme Officer.

(5) Muster rolls should be digitized at the Programme Officer level, and if possible at the Gram Panchayat Level.

(6) Any muster roll that is not issued from the office of the Programme Officer shall be considered unauthorized.

16. Closing of Works and Data Management

The work shall be closed by the executing agency with a completion report. Each Gram Panchayat and every executing agency shall maintain a register of all works sanctioned, executed and completed.?

17. State Employment Guarantee Fund

The state Government shall, by notification, establish a fund to be called the State Employment Guarantee fund to be expended and administered according to the rules.

18. Funding Pattern

1). The Government of India funds shall be utilized for the following:

(i) Cost of Wages

(ii) Three fourths of material cost.

(iii) Administrative cost.

(iv) The cost of capacity building.

(v) Establishment of Programme Officer with the supporting staff

2). The State Employment Guarantee Fund shall be spent for the following:

i. 25% of the material and wages of skilled and semi-skilled workers.

ii. Unemployment allowance.

iii. Administrative expenses of the State Employment Guarantee Council.

iv. Other expenses related to implementation of the scheme but not permitted by government of India guidelines.

19. Disbursement of wages

1. The wages shall be paid to the individual and not to the group.
2. All payment of wages shall be recorded in the applicant's copy of the Job Card at the time of payment. It shall also be entered in the respective copy of the Job Card maintained at the GP in form of the Registration-Cum-Employment Register.
3. Wherever possible, wages may be credited to the Bank Account of the worker. For this purpose, the programme officer and Gram Panchayat shall persuade the workers to open Accounts in the nearest Bank Branch/Post Office.
4. Wages through muster roll (in the prescribed format) will be disbursed only by the employees of Government or Panchayats. For ensuring this, the PO would depute sufficient number of Government employees from the block level offices. On direction from the PO the block level officers of various departments shall render all assistance as directed. Failure to do so would be considered to be a contravention, of the provision of the Act and liable to be prosecuted under section 25 of the Act.
5. In case where sufficient employees are not available the wages may also be disbursed with the help of SHGs, who have passed Grade-I level with the approval of the OPC. In such case the SHG will be provided wages through

their bank account. The SHG will be paid wage @ RS.102 for payment and preparation of muster roll for twenty five numbers of workers-days.

6. In no case the private individuals be engaged as the paymasters.

20. Provision of Administrative cost.

The total administrative cost shall exceed 6% of the annual allocation for the district. The administrative cost includes expenditure relating to information. Education and communication, capacity building, staff cost, Management Information System and Operation and Maintenance.

21. Audit of Accounts.

1) Audit of the accounts under the Scheme shall be compulsory. Regular audit of accounts at District. Block and Gram Panchayat level shall be carried out at the end of the financial year both by Chartered Accountant and the Accountant General. Audit team of the Accountant General shall be supplied with a copy of the audit conducted by Charter Accountant.

22. Social Audit -cum- Vigilance Committee

Besides Vigilance and Monitoring Committees Social Audit-cum-Vigilance Committee as constituted vide Notification No.35(93)05-06/RMDD/P?29 dated 1/9/2005 act as a check to the quality of work undertaken and no payment of wages and other bills pertaining to the scheme shall be passed and released without their recommendation.

23. Social Audit and Right to Information.

1. Social audit shall be taken up to make the planning, implementation and evaluation of the Employment Guarantee Scheme more participatory, transparent and accountable. Social audit shall not be retrospective but an ongoing process of participation to ensure the legal guarantee and entitlements flow to the workers in a legitimate way. Social audit shall be done in three stages-per, during and post implementation. Social audit shall be integrated into the critical activities of Employment Guarantee Scheme.

2. An information Wall shall be built by the Gram Panchayat at Gram Panchayat head quarters. One side of the Wall shall be painted with long-term information like-wise wage rates to be adopted for the year, non-negotiables, important guidelines, shelf of works identified etc. the other side of the wall shall be updated with weekly information like workwise number of labour working material procured and consumed expenditure etc.

3. The Programme Officer shall be the Public Information Officer for the Scheme, under the Right to Information Act, 2005 at the Block level and the Panchayat Secretary shall be the Public Information Officer at the Gram Panchayat level. The District Programme Coordinator shall be the appellate authority under the Scheme. The Public Information Officer shall make available the copies of the document/registers for verification and sale and cost as per the provisions of the Right to Information Act,2005. The Programme Officer shall make available to the Gram Panchayats and the Village Organizations, the estimates of the works commenced, copies of the Muster Rolls, pay orders of facilitation public scrutiny. The Village Organizations, and the Block, shall maintain register containing information of Employment Guarantee

Scheme and discuss in their monthly meeting to ensure transparency. Accountability and facilitate social auditing.

24. Monitoring and Evaluation.

1. At least 10% of the Employment Guarantee Scheme works shall be inspected by District Level Officers and at least 2% of the works by State Level Officers. The State Government shall designate Area Officers for each District for effective monitoring.

2 The Panchayat Secretary shall fill the Management Information system format and send to Programme Officer. Programme Officer shall compile, analyzed this data and take appropriate remedial actions. He/She forward the reports to District Programme Coordinator with specific remarks. The District Programme Coordinator shall send the report to State Programme Coordinator at quarterly intervals. State Programme Coodinator shall also submit quarterly reports to the Government of Sikkim and Government of India. State Programme coordinator shall take appropriate remedial measures based on the reports of the above studies.

25. Grievance Redressal Mechanism

Any grievance shall be enquired and action initiated with seven days by the Panchayat Secretary at village level, Programme Officer at the Block Level and District Programme Coordinator at the District Level. Details of all the grievance received and disposed at each level should be maintained in the Grievance Register. Acknowledgement shall be given for any grievance received.

V. B. PATHAK, IAS
COMMISSIONER CUM SECRETARY,
RURAL MANAGEMENT & DEVELOPMENT DEPARTMENT.

EMPLOYMENT REGISTER AT GRAM PANCHAYAT LEVEL

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ANNEXURE-A

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ANNEXURE-B

Serial No.....

To,
The Panchayat President,
.....
.....
North District, Sikkim.

Sir,
I .....S/o/W./o/D/o.....resident
Of .....(full Adress) who is the Head of the Household would like to apply for a registration of the following adult members under Employment Guarantee Scheme for issuing job car. The Details of Adult Members of My Household are as follows:-

Photograph

1. Name :
   Age :
   Sex :

2. Name :
   Age :
   Sex :

3. Name :
   Age :
   Sex :

4. Name :
   Age :
   Sex :

5. Name :
   Age :
   Sex :

JOB CARD REGISTER
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ANNEXURE-C

Sl.No.	Registration No.	Job Card No.	Name of Registered persons in the Household	Page No.

ANNEXURE – D

JOB CARD

SIKKIM RURAL EMPLOYMENT GUARANTEE SCHEME

SIKKIM RURAL EMPLOYMENT GUARANTEE SCHEME

Registration/Job | | | | | | | **Card No.**

GPUnit No./Unique Household identification code.

JOB CARD OF THE HOUSEHOLD
SEEKING WAGE EMPLOYMENT UNDER SREGS VALID FOR FIVE YEARS
FROM.....TO .....

PARTICULARS

1. Registration Number of the Household

GPunit No./Unique Household identification code.

Photo of the Head of the Household

2. Name of the Application/Head of the Household:-.....

.....

3. House No: .....

4. SC/ST/IAY/LR beneficiary: .....

.....

5. Details of the applicants of the Household willing to do unskilled/skilled manual work.

Sl. No	Name	Father's/Husband's Name	Male/ Female	Age on Date of Registration	P.O./Bank A/C No. (if any)	P.O./Bank Code

Note: * in this row Head of the Household should be mentioned.

6. Address :.....

.....

7. Date of Registration: .....

Photograph (s) of members of household willing to work duly tested by Sabhapati and Panchayat Secretary

Signature/Thumb Impressions of applicants

Seal & Signature of Registering Authority.

JOB/EMPLOYMENT RECORD

Demand for work record

Sl.No	Date of submission of application for seeking employment	Date from which employment is needed	No. of days

Details of Employment Provided

Sl.No	Month & Year	Name of Family Member to whom Employment Provided	No. of Days and Date for which Employment Provided			Details of work on which Employment Provided		Muster Roll Number by which wages paid and amount of wages paid	Signature of Authorised Officer
			Date						
			from	To	No. of days	Name of Work	Sanctioned Amount (Rs)		

Note:

1. *No. row will be left blank in any case.*
2. *Month wise totals will be done at the end of the month for No. of days of employment provided.*
3. *Details will be entered separately for separate family member.*
4. *Accordingly when wage employments of hundred days have been provided to the household it has been entered in the next row in red ink.*
5. *The entries of the next month should immediately start from the next row giving total of previous month.*
6. *There should be 20 rows available for entries on one page. There must be at least five such having 20 rows for making entries during the five year.*

CUMULATIVE NUMBER OF DAYS WORKED

2005-06	2006-07	2007-08	2008-09	2009-10

DETAILS OF UNEMPLOYMENT ALLOWANCE GIVEN

Sl.No	Month & Year	Name of Family Member to whom Employment Provided	No. of Days and Date for which Employment Provided			Details of work on which Employment Provided		Muster Roll Number by which wages paid and amount of wages paid	Signature of Authorised Officer
			Date						
			from	To	No. of days	Name of Work	Sanctioned Amount (Rs)		

REGISTER FOR APPLICATIONS OF REGISTRATION

ANNEXURE-E

Sl.No.	Name of Application	Household No.	Date of receipt of application/request for registration	No. and Date of Job Card Issued	Reason, if Job Card not issued any other remarks
1	2	3	4	5	6

Annexure-(F).1

FORM 1

1. **GROUP APPLICATION FOR WORK**

To
The Panchayat Secretary,
.....Gram Panchayat,
.....District

Dated: / /2006

Dear Sir/Madam,

We, request you to provide unskilled wage as per the Rural Employment Guarantee Act.

Sl.No.	Name	HH Job Card No.	No. of days	Period	
				From (date)	To (date)

We also undertake that we will work for a continuous period of at least 14 days on the work to which we will be directed by the Panchayat Secretary.

Signatures or Thumb Impression of the Applicants

---

2. ***TO BE FILLED IN BY THE PANCHAYAT SECRETARY/RURAL DEVELOPMENT ASSISTANT:***

Application No:

Application Received By:

Designation:

Date of Receipt of application:

Job Card No(s): ....(verified in the register)

Wage sought is for at least 14 days: Yes/No.

The household(s) have/has not completed 100 days within the financial year : Yes/No.

Employment to be provided by (date).....

Signature of Panchayat Secretary.....(To be cut & given to the applicant)..... .....

ACKNOWLEDGEMENT

Received application No..... dated..... From .....

(S/O)/(W/O)..... ..... bearing Job Card No.....
on .....

(Signature & Seal)

Annexure-(F).2

FORM 2

1. **INDIVIDUAL APPLICATION FOR WORK**

To

The Panchayat Secretary,
.....Gram Panchayat,
.... District

Dated: / /2006

Dear Sir/Madam,

I.....(S/O)/ (W/O) ..... with Household Job Card No.....request you to provide unskilled wage work for .....(number) days from ..... (Date) to ..... (Date) as per the National Rural Employment Guarantee Act.

I also undertake that I will work for a continuous period of at least 14 days on the work to which I will be directed by the Panchayat Secretary, failing which necessary action as per the Act may be initiated against me.

Signature or Thumb Impression of the Applicant;

Permanent address:

---

2. ***TO BE FILLED IN BY THE PANCHAYAT SECRETARY/RURAL DEVELOPMENT ASSISTANT:***

Application No:

Application Received By:

Designation:

Date of Receipt of application:

Job Card No: ..... (Verified in the register)

Wage sought is for at least 14 days: Yes/No.

The household has not completed 100 days within the financial year: Yes/No.

Employment to be provided by (date).....

Signature of Panchayat Secretary

.... (To be cut & given to the applicant).....,.....

ACKNOWLEDGEMENT

Received application No..... dated..... From .....
(S/O)/(W/O).....bearing Job Card No.....
on .....

(Signature & Seal)

Demand for work record

Annexure-(F).3

Sl.No	Name of Applicant	Household No.	Date of Submission of application for seeking employment	Date from which employment is needed	N. of days Requested for
1	2	3	4	5	6

FORM 4

Annexure-(F).4

LETTER DIRECTING EMPLOYMENT SEEKER TO A WORK UNDER THE SREGS

To

Name :
Job Card No.
Date:.....
Village/Ward.....,GPU.....

Ref.: Your application
No.....,dated.....for
employment under SREGS

You are requested to report at the following work site:

Work site details				
GPU	**Village/Ward**	**Work Name**	**Work ID**	**Distance for the Village**

Please report at the worksite for employment within 7 days of the receipt of this letter. As the place of work is within/beyond 5 Km, you are not eligible/ eligible for an additional wage of 10% of the wage rate.

Signature of Panchayat Secretary: Date:

Annexure-(G)

Details of Employment Provided

Sl.No	Month & Year	Name of Family Member to whom Employment Provided	No. of Days and Date for which Employment Provided			Details of work on which Employment Provided		Muster Roll Number by which wages paid and amount of wages paid	Signature of Authorised Officer
			Date						
			from	To	No. of days	Name of Work	Sanctioned Amount (Rs)		

Note:

1. *No.of row will be left blank in any case.*
2. *Month wise totals will be done at the end of the month for No. of days of employment provided.*
3. *Details will be entered separately for separate family member.*
4. *Accordingly when wage employments of hundred days have been provided to the household it has been entered in the next row in red ink.*
5. *The entries of the next month should immediately start from the next row giving total of previous month.*
6. *There should be 20 rows available for entries on one page. There must be at least five such having 20 rows for making entries during the five year.*

Annexure-(H)

ASSET REGISTER

INDEX

Sl.No.	Name of work	Date of Start	Page No.

Annuxer-I

Muster roll issue Register to be maintained by the issuing Authority i.e. Programme Officer at the Block Level

Sl.No.	Muster Roll No.	Name of work for which issued	Amount (in Rs.)	Date	Sanction intimation No. and date	Date of issue of Muster Roll	Name of Agency to whom Muster Roll Issued	Name, Designation and Signature of the Official receiving Muster Roll
1	2	3	4	5	6	7	8	9

Annexure-J

Muster Roll Receipt Register to be Maintained by Gram Panchayats

Sl.No.	Muster Roll No.	Name of work for which issued	Financial Sanction Number and Date of work		For Muster Rolls of works for which Gram Panchayat is the Executing Agency		For Muster Rolls of works for which Executing Agencies are other than the Gram Panchayat	
			Amount (in Rs.)	Date	Date of issue of Muster Roll by Programme Officer	Name, Designation and Signature of the Official receiving Muster Roll	Date on which copy of the paid Muster Roll given to the Gram Panchayat	Date & Signature the receiving Gram Panchayat Official
1	2	3	4	5	6	7	8	9